



**Policy**

**7371 Personal Use of Public Resources**

No employee or consultant shall use or permit others to use public resources, except that which is incidental and minimal, for personal purposes or any other purpose not authorized by law.

“Personal purposes” include activities for which the purpose is for personal enjoyment, private gain or advantage, or an outside endeavor not related to District business. “Personal purposes” do not include incidental and minimal use of public resources such as equipment or office space for personal purposes, including an occasional telephone call or electricity usage to charge devices for educational purposes.

District property, including vehicles, tools, equipment, materials, supplies and recyclable/discardable items, may not be used for personal use. Incidental personal use of telephones, copiers, fax machines and related equipment is permitted so long as it is kept to a minimum. Use of District computers is addressed in Board Policy Section 3720, Administrative Procedure 3720.

No District employee shall use the District or College names, facilities, property or staff position in selling a commercial product or in promoting service to gain financial or material advantage.

District property shall not be loaned to persons not employed by, contracted with, or enrolled in the District.

District property shall only be removed from District premises with proper authorization.

**Cross References (see also):**

- YCCD Policy 2716 – Political Activity
- YCCD Policy 2717 – Personal Use of Public Resources
- YCCD Policy 7370 – Political Activity

**References:**

Government Code Section [8314](#); Penal Code Section [424](#)

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